Summer Session Annual Workflow

**Summer Session Kickoff & Enrollment**

**Week 1**: May 15 – May 19, 2023

- **Headcount**: 11,060
- **Enrollment**: 26,918

**Waiting students**: Mike Smith 1000-1250

- **Reconciliation of accounts**
- **Data reporting**
- **Enrollment**
- **Waitlisted students**
- **Courses taught**
  - Remote instruction
  - In-person instruction

**Courses taughtRemote instruction**

- **Courses taught in-person instruction**

**Note**: As of May 15, 3,989 students are waiting to enroll in specific courses. 3,034 students are on a waitlist for a remote course. 748 students are on a waitlist for an in-person course.

**Meeting Details**
- **Date**: Wednesday, May 17
- **Time**: 11am to 12pm

**Challenge**
- 1. Modality issues
- 2. Schedule conflicts
- 3. Availability issues
- 4. Enrollment limits

**Solution**
- 1. Change modality (if classroom space is not available)
- 2. Add additional sections (Instructional Scheduling Assistant)
- 3. Increase enrollment limit

**Waitlist Management - Summer Session 2023**

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- **Course proposals**
- **Call for Course Proposals**
- **Training**
- **Schedule of Events**
- **Resources**

**Resources for Summer Session instructors**

- **2023 Guidebook**
- **Engaged Teaching Hub at the Teaching + Learning Commons**

**Summary**

- Spring 2023 Headcount & Enrollment
- Summer Session office is here to support and guide programming.
- The ISA for changes to the Class Schedule is open to all. If classroom space is not available, an increase is allowed without notice.
- **Increase of 10% is allowed without notice**
- **Increase of 15% is allowed if classroom space is available**
- **Increase of 20% is allowed if classroom space is available**

**Enrollment Kickoff Meeting: This Wednesday**

- The Summer Session office will be hosting a meeting this Wednesday, May 17 to give an overview of the next steps and things to watch out for now that Summer Session enrollment has officially opened for 2023. It is a constantly changing landscape, the Summer Session office is here to support and guide programming.

**Visit us at:**

- **Summer Scoop**
- **Summer Session Tableau Dashboard**
- **Engaged Teaching Hub at the Teaching + Learning Commons**

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**Additional information:**

- **Advising Office**
- **Registrar**
- **TritonLink**
- **Engaged Teaching Hub at the Teaching + Learning Commons**

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- To unsubscribe to our email list, please visit our website: **https://summersession.ucsd.edu**